

24 April 1975

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT : EEO

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1. I talked with [] about your meeting with the black advisory panel on Monday. [] asked that he not be quoted but that generally speaking the panel members were zeroing in with the DDs on their Affirmative Action Plan, its accomplishments, and where they have fallen short. [] said that of the three DD's plans they have seen, ours is the most concrete and has the most accomplishments so far as he knows. The panel is also interested in our upward mobility program and the fact that we have established slots. A third area is the use of the coop/intern program as a recruitment mechanism. [] said they were a little disappointed that Nelson did not appear to know any of the statistics concerning blacks but always referred them to someone else in the DDO management group.

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2. The following is a brief rundown on what we are doing or not doing on each of our objectives in the Affirmative Action Plan:

OBJECTIVE 2: Increase and sharpen recruitment efforts to attract job candidates from minority groups.

Specific Effort No. 1

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[] is spearheading our plan to invite representatives from black colleges but it will not be done until fall. We had targeted it for April 1975.

Specific Effort No. 2

This has not really been realized because only OER and OSR are doing any recruitment this year. OGCR, OCI, and FBIS are right up to ceiling and spilling over.

Specific Effort No. 3

Office heads are reviewing black applicants and all rejects are referred to you.

Specific Effort No. 4

We are emphasizing the importance of the Summer Intern Program for the recruitment of blacks. Apparently we are not being very successful. We had five last year and they have five in process this year. Our offices, however, have worked very closely with [] and he is fully aware of our desires.

Specific Effort No. 5

We have not taken positive action to seek out qualified blacks from among our friends in school, industry, and other areas. However, we have plans to put a notice on the DDI bulletin board which will ask our employees to exert some effort in this area.

OBJECTIVE 3: to utilize fully the present employee skills.

Specific Effort No. 1

You have stressed in two Career Boards that we need to monitor the career of women, particularly, and blacks, generally, to be sure they are given the opportunity for training and for assignments that would advance them. This had a target date of September 1975, but it really goes on throughout the year with emphasis in October when we will again rank all employees.

Specific Effort No. 2

I don't think much effort is really being made to review qualification requirements of positions sought by applicants except possibly in terms of bending the rules slightly so that blacks can be brought on and given additional training later. We have not attempted to restructure jobs.

Specific Effort No. 3

It called for us to conduct an annual review to insure that under-utilized employees are given opportunity to employ their skills. The roster I mentioned to you yesterday, showing clericals with degrees working in clerical positions, will certainly satisfy this requirement.

OBJECTIVE 4: To provide opportunities for employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities in light of available opportunities (Upward Mobility).

Specific Effort No. 1

Was to establish our Upward Mobility Program. I think you are current on this.

Specific Effort No. 2

Was to encourage clericals, particularly blacks and women, to enroll in the Agency off-campus educational program. We have done this, particularly last year. In the fall of '73 we had 75 people enrolled and after emphasizing it we had 106 enroll for the fall semester.

OBJECTIVE 5: To provide training, advice, incentives, and performance evaluation to ensure EEO program understanding and support by supervisors.

Specific Effort No. 1

The Office of Training had planned to have two EEO counselor courses, one in April and one in September. They are not giving this course.

However, we are enrolling personnel in the Civil Service Commission course. Libby Moran attended the one last week and her report is that it was a

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Specific Effort No. 2

To ensure that supervisors are rated on EEO. We put this out in two management notes to remind offices of this requirement just prior to each scheduled fitness report session but, as you know, the requirement has now been cancelled by the Management Committee.

Specific Effort No. 3

We are stressing the importance of the EEO for supervisor's course and quite a number have attended it. I do not have the exact figure.

Specific Effort No. 4

Publicize the importance of management leadership in EEO through Exec Council. You have done this through Exec Council and Career Board.

OBJECTIVE 6: To participate in community efforts to improve conditions which affect employment in the Federal Government.

We have done nothing but encourage individual participation in affairs.

OBJECTIVE 7: To provide a system for internal program evaluation and periodic progress reports to the Civil Service Commission in accordance with Public Laws governing CIA.

Specific Effort No. 1

We do collect statistical data on office goals, etc. through the APP.

Specific Effort No. 2

The semiannual narrative report that will be done in August as targeted.

OBJECTIVE No. 8: To provide for prompt, fair, and impartial processing of complaints of discrimination and equal employment opportunity counseling.

Specific Effort No. 1

Is to insure that EEO counselors are properly trained. We have sent some to the one internal course on counseling and we have sent others to the Civil Service counseling program. [REDACTED] attended last week.

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Specific Effort No. 2

Insuring that we have EEO investigators. We have two. [REDACTED] is one.

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Specific Effort No. 3

Insure that employees can use the EEO complaint system without fear of reprisal. We have the [REDACTED] [REDACTED] complaint in process now.

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Specific Effort No. 4 and 5

Dealing with the review of cases of discrimination and taking corrective action has not been a factor since there have been no cases completed which required your review.

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